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# THE MESS BOOKING APPLICATION FORM

The Mess space at Bundoora Homestead Art Centre is available for hire  
Wednesday – Sunday 10am -5pm each week for activities that meet the Homestead's  
booking criteria and contribute to Darebin Council's purpose and vision.

## HIRE INFORMATION

**PLEASE CIRCLE:** MEETING    WORKSHOP    CLUB    REHEARSAL    PERFORMANCE    EXHIBITION

**NAME OF ORGANISATION/GROUP:**

**EVENT OVERVIEW:**

**EVENT NAME:**

**NUMBER OF PARTICIPANTS:**

**HAVE YOU BOOKED VENUE HIRE AT BUNDOORA HOMESTEAD ARTS CENTRE BEFORE?** NO YES

**IS THE GROUP A NOT-FOR-PROFIT ORGANISATION?** NO YES Incorporation Number:

**DO YOU HAVE PUBLIC LIABILITY INSURANCE?**

NO Please complete the Public Liability Insurance form on page 4 of this document to obtain a policy through Darebin Council

YES Please attach a copy, must be valid to final date of hire

**WILL YOUR EVENT INVOLVE PARTICIPANTS UNDER 18?** NO YES

If YES, all organisers or facilitators over 18 who will be on site during the event will need appropriate clearance to engage with children, such as a current Working With Children Check card.

**IS THIS BOOKING TICKETED?**

NO YES (FREE TICKETED EVENT) YES (PAID TICKETED EVENT)

**NOISE LEVELS**

Nil Low Mid High

Hirers must provide details of proposed activities such as singing, drumming, amplified speech or music, or active group movement.

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## PRINCIPAL CONTACT

**NAME:**

**ROLE:**

**ADDRESS:**

**POSTCODE:**

**PHONE:**

**EMAIL:**

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## NAME OF ACCOUNT TO BE INVOICED

**NAME:**

**ROLE:**

**ADDRESS:**

**POSTCODE:**

**PHONE:**

**EMAIL:**



**ROOM HIRE DETAILS** *Please attach a separate sheet if there is insufficient space below*

EVENT NAME	DATE/S REQUESTED	ACCESS TIMES (Charges are applied to these times)	EVENT TIME	TOTAL HOURS

**ROOM SETUP**

Clear Floor Space

Theatre/Forum (chairs only)

Board room

U-Shape (with tables and chairs)

U-Shape (chairs only)

Other \_\_\_\_\_

*Please attach a plan if you would like an alternative set up*

**EQUIPMENT**

Will you be bringing any electrical equipment to use at your event? If yes, all equipment must be tested and tagged in advance of event.

Do you require additional equipment from BHAC?

- Portable Radio
- Drop sheets (for messy activities)
- Lecturn
- Easlels - 10 available
- Table cloths

**CATERING**

Will you require any of the following?

Self-serve tea & coffee

Biscuits

Hot water urn only

**PLEASE NOTE:** All additional catering must be coordinated by the hirer. Bundoora Homestead Art Centre does not provide a comprehensive catering service.

BHAC has a policy to encourage suppliers not to use single use plastic in our centre. We will work with caterers and hirers to provide advice regarding alternatives to single use plastic. Please find the full Council policy [here](#).



## PAYMENT

All bookings are to be **paid in full** before the date of the event. You will be required to pay a 50% deposit and bond within 7 days of receiving your tax invoice and confirmation. Final payment is due at least 3 days before the event is due to begin.

## CANCELLATIONS

All cancellation are to be made in writing and sent to [the.mess@darebin.vic.gov.au](mailto:the.mess@darebin.vic.gov.au). Cancellations by phone will not be accepted.

Full payment of room hire will be charged if cancellation is received less than 7 days prior to the hire date.  
Full payment of all charges including equipment and staffing will be charged if cancellation is received less than 48 hours prior to the hire date.  
25% payment will be charged if cancellation is received 7-30 days prior to the hire date.

**This is an application for venue hire. Submission and receipt of this application does not imply approval or confirmation of your request. Please do not promote your event at BHAC until deposit and documentation is complete.**

The Hirer agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them in connection with the Hirers performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omission of the Hirer. The Hirers liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

Personal information requested such as name and address, is collected for the purpose of registering and administering applications for hiring of council facilities. The personal information collected will not be used for any other purpose or disclosed except as may be required by law. If you do not provide the information your application may not be processed. You may access the information collected about you by contacting us on (03) 9481 9500.

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

**I agree with all of the conditions and upon acceptance of this application I agree to comply with all respects outlined in the Bundoora Homestead Arts Centre's Conditions of Hire.**

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_ / \_\_\_ / \_\_\_

All bookings will be confirmed in writing. Booking Forms can be emailed to: [the.mess@darebin.vic.gov.au](mailto:the.mess@darebin.vic.gov.au)  
All forms **MUST** be signed to acknowledge full understanding of the Conditions of Hire.

## CASUAL BOOKING PUBLIC LIABILITY SCHEME

Customer Liaison/Administration Officer will complete this form for each booking, where applicable, from a hirer wanting to access the scheme. The fee is paid to account code 13 1304 1267 000, short code 156.

**HIRER:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

**FACILITY / RESERVE:** \_\_\_\_\_

Location: \_\_\_\_\_

Date of Hire: \_\_\_/\_\_\_/\_\_\_ or if more than one day from: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**PURPOSE OF HIRE:** (Function / Gathering): \_\_\_\_\_

**Meeting/Rehearsal Groups**

Under 10 People:	\$3.65 per hour or \$11.00 per 8 hour booking	<input type="checkbox"/>
11 – 20 People:	\$4.80 per hour or \$15.40 per 8 hour booking	<input type="checkbox"/>
21 – 30 People:	\$6.00 per hour or \$18.70 per 8 hour booking	<input type="checkbox"/>

**Functions**

21 – 30 People:	\$39.50 per day or part thereof	<input type="checkbox"/>
31 – 40 People:	\$52.50 per day or part thereof	<input type="checkbox"/>
41 – 50 People:	\$66.00 per day or part thereof	<input type="checkbox"/>
51 – 100 People:	\$79.00 per day or part thereof	<input type="checkbox"/>
101 – 500 People:	\$106.50 per day or part thereof	<input type="checkbox"/>
501-1000 People:	\$160.00 per day or part thereof	<input type="checkbox"/>

**PLEASE NOTE:**

The above fees include GST. This policy provides a \$20 million cover for any one claim.

This policy has the following major exclusions:

- Pop Concerts, Carnivals and sporting events involving clubs or organisations,
- Personal injury or property damage arising out of participation of such person in sporting activities as denied.

**Please contact Risk & Audit on 8470 8377 for any queries relating to policy cover under the Public Liability Scheme.**

**For all other queries relating to payment please contact the booking officer.**